

**HOW TO FILE A CLAIM FOR
DAMAGE DUE TO ROAD DEFECTS**

1. **Within 30 days of incident**
 send a short letter addressed to: **Mayor and Municipal Council**
 City of Taunton
 Temporary City Hall
 141 Oak Street
 Taunton, MA 02780

2. **State the following:** **The date of the incident;**
 A specific location (relate to a house number or landmark);
 A general description of how it happened;
 Your name and address;
 Whether or not the road was under construction.

3. **Include a copy of a paid receipt or 2 estimates (for repair to your vehicle).**

4. **Request reimbursement from the City.**

5. **If you do not wish to write your own letter, you may fill in the attached form.**

EVERY CLAIM IS INVESTIGATED AND APPROVED OR DENIED BASED UPON THE PROVISIONS OF MASS. GENERAL LAWS CHAPTER 84. YOU WILL BE NOTIFIED BY MAIL AS TO THE DISPOSITION OF YOUR CLAIM. IF YOU HAVE ANY QUESTIONS, PLEASE CALL THE RISK MANAGER AT 508 821-1172.

CLAIM FORM

Today's date _____

Claimant's name _____

Address _____

Mayor and Municipal Council
15 Summer Street
Taunton, MA 02780

Re: Claim for Damages

Dear Mayor and Councilors:

On (date) _____ I was driving/walking on (street)
_____ near (house number or landmark)
_____ when my vehicle and/or my person was damaged due
to a defect in the road, specifically, (describe defect) _____

I am requesting reimbursement in the amount of \$ _____, and I enclose a copy of my
paid receipt(s) or 2 estimates.

Thank you for your attention to this matter.

Very truly yours,
